



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5090.4
N4513

30 MAY 2002

COMNAVREGSWINST 5090.4

Subj: REGIONAL CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND
INVENTORY MANAGEMENT PROGRAM (CHRIMP)

Ref: (a) Executive Order 13148
(b) OPNAVINST 5090.1B
(c) 49 CFR 173, Shippers - General Requirements for
Shipments and packaging
(d) 29 CFR 1910.1200, OSHA HAZARD Communication Standard
(e) NAVSUPINST 4200.94
(f) NAVSUP Policy Letter Ser21B1/0009 PC 00-03 of 18Jan00
(g) OPNAVINST 5100.23E
(h) NAVSUP PUB 722

Encl: (1) Procedures for Adding Material to an Authorized
Use List (AUL)
(2) Hazardous Material Procurement and AUL Approval
Process Flowchart

1. Purpose. In compliance with references (a) through (h), to implement the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) for all commands under Commander, Navy Region Southwest (CNRSW).

2. Applicability. The provisions of this instruction apply to all military, civilian, and contract personnel involved in planning, procurement, acquisition, stowage, distribution, requisitioning, and use or other disposition of Hazardous Material (HM) at all facilities within the CNRSW area of responsibility.

3. Background

a. DOD and Navy regulations and policy require organizations to reduce the amount of HM procured, stocked, distributed, and eventually disposed of as waste. This policy also requires HAZMAT available within the U.S. Navy supply system to be used to the maximum extent possible.

b. To help achieve these requirements and specific reduction goals, the implementation of CHRIMP has been mandated by reference (b). CHRIMP is designed to significantly reduce HM and associated hazardous waste (HW) by using a centralized control

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and inventory management point, thereby lowering the cost of procuring, stocking, and distributing HM and resulting in less HW disposal, increased personnel and environmental protection, and reduced potential liabilities.

c. To manage hazardous material the Navy funds the following software systems:

- (1) Hazardous Substance Management System (HSMS)
- (2) Hazardous Inventory Control System (HICS)
- (3) Regional Hazardous Inventory Control System (RHICS).

4. Action

a. All tenant commands and activities within Navy Region Southwest will implement the regional CHRIMP per reference (b) and will use the local Regional Hazardous Material Minimization Center (HAZMINCEN) to process HM requirements. Tenant commands or activities are not authorized to purchase or store HAZMAT other than as outlined in this instruction. All commands and activities will fund their HM requirements.

b. The Assistant Chief of Staff for Logistics will:

(1) Act as the Regional CHRIMP Manager responsible for overseeing implementation and execution of CHRIMP operations including local HAZMINCENS;

(2) Integrate ship off-loads of HM into the regional CHRIMP operation; and

(3) Designate a qualified individual to the position of Regional CHRIMP Director.

c. Regional CHRIMP Director will:

(1) Serve as program coordinator;

(2) Manage the implementation and execution of regional CHRIMP operations including the local HAZMINCENS;

(3) Provide an annual budget to the ACOS for Logistics for approval;

(4) Establish and implement programs to control, track, and reduce the variety and quantities of HM in use, and in storage.

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- (5) Maintain the Regional Authorized Use List (AUL);
- (6) Maintain a file of Material Safety Data Sheets (MSDS) for each HM item;
- (7) Ensure HM is stored in the minimum required quantities; and
- (8) Standardize procurement, storage, issue, tracking, and reuse of HM throughout the Region.

d. The Assistant Chief of Staff Environmental and the Assistant Chief of Staff Public Safety will:

- (1) Conduct unscheduled inspections of HM storage lockers to ensure all HM are properly stored and in quantities sufficient to meet customer needs for 7 days or less; (Public Safety)
- (2) Establish a Regional AUL that identifies and quantifies HM requirements; (Public Safety)
- (3) Review requests for additions and deletions of HM to the AUL; (Public Safety, Environmental)
- (4) Provide and fund permits for county or state regulated storage locations; and (Environmental)
- (5) Act as liaison with the Industrial Hygiene organization to get final approval authority for additions to the AUL. (Public Safety)

e. Commanding Officers and Officers in Charge will:

- (1) Ensure full and active participation in regional CHRIMP program initiatives and promote use of established CHRIMP business practices;
- (2) Ensure HM users receive training, specific to the types of HM used, prior to issue;
- (3) Perform an annual assessment of HM requirements per references (g) and (h). Assessments will be geared to controlling and reducing HM used, and to minimizing quantities of HM in storage. Retain assessment on file until next annual assessment completed;
- (4) Provide a list of HM requirements with expected 7-day demand quantities to the activities' designated HAZMINCEN. If the requirement is not on the AUL, request it be added to the AUL using the procedures in enclosures (1) and (2);

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(5) Whenever possible or technically feasible, substitute less hazardous or non-hazardous materials for HM;

(6) Ensure an annual inventory is conducted of all HM in area of responsibility per reference (g). Annually reconcile the HM inventory and the AUL. Retain annual inventory and reconciliation on file until completion of next annual inventory. Return unauthorized HM to the local HM. If the material is required, request it be added to the AUL in accordance with enclosures (1) and (2);

(7) Utilize the local HAZMINCENS. The local HAZMINCENS are the central location for procurement, storage, issue, and reuse of HM. All HM will be ordered, received, and stored by the local HAZMINCENS;

(a) Government Purchase Cards will not be used to purchase HM on the open market. Government Purchase Cards will only be used to purchase HM through the local HAZMINCEN.

(b) The end user/purchase cardholder must comply with established Regional and activity procedures for procurement and use of HM. Such procedures will, at a minimum, require screening the requested material against the AUL. The purchase cardholder will not procure any HM not listed on their AUL. If the product is not on the AUL, the end user/purchase cardholder must process the requirement using the procedures outlined in enclosure (1).

(8) Adjust shop AUL amounts to the specific unit-of-use required for a specific task or 7-day supply. HM will be requested from the local HAZMINCEN as required, with normally a 7-day supply of routinely used material provided to the work centers;

(9) Maintain AUL's that are tailored to each work center's required quantities of HM;

(10) Ensure all work centers have readily accessible, current, and accurate MSDS's for each HM item stored in that area;

(11) Ensure all excess, reusable partial containers, and empty containers of HM no longer required by the work center are returned to the local HAZMINCEN.

(12) Ensure that, with the exception of properly documented emergency requirements, HM will not be used until the

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material has been added to the AUL and users of the material have received training specific to the HM to be used. Training will be provided per reference (g);

(13) Use one of the Navy's funded software systems appropriate to the size and complexity of the activity's operations to manage HM; and

(14) Ensure that contractors performing work aboard Naval ships or installations are apprised of the regional program covered by this instruction. The Department of the Navy (DoN) is not responsible for training contractor personnel. However, the program will be discussed during pre-construction conferences and throughout the run of the contract.

f. The Assistant Chief of Staff Facilities will:

(1) Ensure that contractors performing work within the Region provide the Regional Safety Office with an inventory and location of HAZMAT being used during contract performance;

(2) Include HM management and reporting as a Quality Assurance Plan requirement;

(3) Ensure Contractor compliance with HM and HW management requirements; and

(4) Ensure the Contractor removes all HM and HW from the base at contract completion.



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PROCEDURES FOR ADDING MATERIAL TO AN AUTHORIZED USE LIST (AUL)**1. General**

a. Prior to procurement and use, all HM used in the workplace must be approved and be placed on an AUL. Only HM that is on the AUL will be purchased.

b. On rare occasions, HM that is not on the AUL may be purchased for an urgent or emergency requirement. For example, a pipe may rupture requiring an emergency repair. HM is needed and not available at the activity. This requirement may be purchased without adding it to the AUL if it is for one-time emergency use. However, the supervisor must file an emergency justification to the Regional CHRIMP Director and the local HAZMINCEN the following working day. The activity is responsible for returning partial and empty containers to the HAZMINCEN after use. If the use of this material is expected to be recurring, it must go through the AUL approval process. Abuse of this policy will result in disciplinary action.

c. To ensure compliance with regulatory, DOD, and Navy requirements, HM found in the workplace that is not on the AUL and/or bar-coded, subjects the activity to citation by the regional or local Occupational Safety and Health organization.

2. Adding items to the AUL

a. Fill out a HSMS Hazardous Material Authorization Request Form. The authorization request form can be obtained from the HAZMINCEN or supporting Safety Office.

b. Obtain the appropriate Material Safety Data Sheet (MSDS).

(1) The Hazardous Material Information System (HMIS), managed by the Defense Logistics Agency (DLA), is the primary system used to generate a MSDS. The web site address is:
www.dscr.dla.mil/hmis/hmishome.htm.

(2) If the MSDS cannot be found in this system, or if the HMIS MSDS is older than 3 years, it is the responsibility of the Activity/Department to obtain a MSDS from the manufacturer.

(3) New or updated manufacturer MSDSs will be forwarded to the local Safety representative who will forward it for processing to Navy Environmental Health Center (NEHC) and Defense Logistics Agency (DLA) for addition to the HMIS. MSDSs for the Region are stored electronically using the HMIS and HSMS.

Enclosure (1)

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(4) MSDS that cannot be found in either system, but the material is being used by a work center, will be filed at the HAZMINCEN where it will be given a MSDS number. Contact the appropriate HAZMINCEN or the supporting Safety Office if assistance is needed in obtaining a MSDS.

c. Deliver the Authorization Request Form and the MSDS to the supporting Safety Office. The forms may be emailed, faxed, or hand-carried.

(1) For inclusion on the AUL, the form must be approved and annotated as authorized for use by the supporting Safety Office. The Safety Office will coordinate with the Industrial Hygiene organization for final approval. The entire approval process should take no longer than 5 working days. Once approved, the form will be returned to the customer.

(2) HAZMAT that is not authorized will have the reason for refusal indicated in the comment section of the request form. The customer must take the appropriate action indicated and resubmit the form back to only the non-authorizing agent(s) for approval/authorization and procurement.

(3) Material such as hydraulic fluid, grease, oil, janitorial products, wax, aerosols, and office supplies are exempt and only need the approval of the supporting Safety Office. Solvents, paints, adhesives, and industrial material need to be approved by the supporting Base Safety Office and Industrial Hygiene representatives.

3. Points of Contact. Contact information for the regional HAZMINCENS, Safety, Environmental, and Industrial Hygiene offices will be maintained on the FISC San Diego website (<http://www.sd.fisc.navy.mil/HAZMAT>).

